

**Summary of the
On-Site Assessment Committee Teleconference
February 17, 1998**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, February 17, 1998, at noon Eastern Standard Time (EST). The meeting was led by its chair, Mr. Wayne Davis of the South Carolina Department of Health and Environmental Control. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss revisions to Chapter 4 of the On-site Assessor Training Manual.*

INTRODUCTION

Mr. Davis opened the meeting by inquiring if all committee members had received a copy of comments regarding the On-Site Assessor Training Manual from Ms. Jeanne Mourrain. Ms. Mourrain's comments indicated that she wished for the Manual to remain separate from the NELAC Standards, and also to communicate that there are no current plans or resources for NELAP oversight of the assessor training program.

The committee then discussed whether the Standards, as currently written, requires NELAP oversight of the training program. Mr. Davis will try to clarify this issue with Ms. Mourrain; there may be a need for clearer language regarding the training program and its oversight in Chapter 3 of the Standards. It is hoped that the questions filed with the Board of Directors from the On-Site Assessment Committee will also help to clarify this issue.

REVISION OF CHAPTER FOUR OF THE TRAINING MANUAL

Mr. Davis requested committee input regarding revisions to Chapter 4 of the On-Site Assessor Training Manual. The following changes were agreed upon by the committee:

- ! Page 4-1 of 23: delete first two bullet items
- ! Page 4-1 of 23, second paragraph: change "foster reciprocity" to "assure recognition"
- ! Page 4-1 of 23: delete section 4.1 header, section 4.1.1, and section 4.1.2
- ! Page 4-3 of 23: change section 4.1.3 to section 4.1
- ! Page 4-3 of 23: change paragraph beginning with "All assessors" to "All existing assessors," and delete "and any specialized training" in that same sentence
- ! Page 4-4 of 23: insert "as" before "proposed" in the final sentence of the top paragraph
- ! Exhibit 4-1: move Quality Systems to day 2 and On-Site Assessment to day 3
- ! Page 4-7 of 23: delete the second paragraph beginning with "Information"

! Page 4-7 of 23: delete section 4.2 (header only), section 4.2.1, and section 4.2.2

! Page 4-9 of 23: change section 4.3 to section 4.2

! Exhibit 4-3: change as shown below:

PLANNING	RESPONSIBLE PARTIES	INFORMATION REQUIRED	OUTCOME
1. Scoping	Lead Assessor	Information specified by §3.4.3	Defined fields of testing and methods for which laboratory seeks accreditation
2. Staffing	Lead Assessor	Scope of assessment Assessor qualifications COI certifications Government security requirements	Establish assessment team
3. Scheduling	Lead Assessor Responsible Party of Record Assessment Team	Scope of assessment Assessment team composition Staffing plan	Agreement on dates of assessment Staffing plan
4. Assessment Plan	Assessment Team	Application for accreditation or renewal of accreditation Report from most recent on-site assessment Most recent proficiency testing results Other information specified by § 3.4.3	Team assignments Assessment plan

! Page 4-11 of 23, top line: change “of the laboratory’s application for accreditation or renewal of accreditation” to “of the information described in exhibit 4-3.”

! Page 4-14 of 23: delete section 4.3.5

CHANGES TO NELAP STANDARD CHAPTER THREE

The following change was suggested for Chapter 3 as a result of the revisions to the Training Manual: Section 3.2.2, final sentence --Change “the NELAP is fully operational” to “that the first Accrediting Authority is granted NELAP recognition.”

NEXT MEETING

The next meeting will attempt to complete revisions to chapter 4 of the Training Manual. The committee will meet next on February 24, 1998, by teleconference at noon EST. Mr. Davis will communicate the specific dial-in details to the committee before that time.

ACTION ITEMS
On-Site Assessment Committee Teleconference
February 17, 1998

Item No.	Action Item	Date To Be Completed
1.	The committee will review Chapter 4 of the On-Site Assessor Training Manual.	2/24/98

PARTICIPANTS
On-Site Assessment Committee Teleconference
February 17, 1998

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